

**SUBCHAPTER 1260**

**HOME LEAVE**

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## **SUBCHAPTER 1260**

### **HOME LEAVE FOR DOD CIVILIAN EMPLOYEES**

- References:**
- (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
  - (b) Section 6305 of title 5, United States Code
  - (c) Title 5, Code of Federal Regulations, Part 630, Subpart F, "Home Leave"
  - (d) DoD Instruction 1424.3, "Home Leave for DoD Civilian Employees," January 28, 1980 (hereby canceled)
  - (e) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel"

#### **A. PURPOSE**

This Subchapter:

1. Implements DoD policies under references (a) through (c) to prescribe procedures for granting home leave.
2. Cancels reference (d).

#### **B. POLICY**

It is DoD policy under DoD Directive 1400.25 (reference (a)) to:

1. Grant home leave, subject to mission requirements, to eligible DoD employees who are serving overseas.
2. Encourage employees to use accrued home leave.

#### **C. PROCEDURES**

DoD activities will grant home leave to employees who meet eligibility requirements under reference (c) in the following situations:

1. When requested by an employee serving overseas who has completed 24-months of continuous service abroad. The 24-months of continuous service abroad is a one-time requirement.
2. In conjunction with renewal agreement travel, as provided by reference (e).